

Checklist of requirements for the Teacher Fee Refund Scheme Application.

<https://teacherfeerefund.com>

Part 1 - before starting the online application **please check** that you have all the information below to hand.

Section 1: Your Details

- Full Name
- Email
- Home Address
- Teaching Council Number
- Teacher Payroll No
- Teaching Level
- Employment Status
- Existing Teaching Qualifications
- List all qualifications for which you are currently receiving a salary allowance

Section 2 : School Details

- School Roll

Section 3 : Refund of Fees Claim

- Have you made a claim under this scheme in previous years?
- Was your claim successful?
- Year(s) of Application(s)
- Official Course Title(s)
- Course Provider(s)

Section 4: Details of course for which application is being made under current scheme

- Full Title of Course as per awarding institution
- Please indicate the priority policy area your course falls under
- Qualification to be awarded as a result of successfully completing course
- If it is a Primary Degree or a Masters,
- Accreditation Body
- Is the course recognised under the National Framework of Qualifications?
- If yes, please state what level?
- Modules/ subjects studied
- Course Provider (Institution)
- Official Course Code
- Will the course you are pursuing lead to your gaining an additional monetary allowance?
- Documentary Evidence

- After completing this online application you will need to upload documentary evidence from the course provider/ institution concerned confirming:
 - a) official title of the course
 - b) your successful completion of the course or year of course
 - c) your examination results
- A copy of the official transcript will suffice if it meets all of the above requirements.
- Where you are applying for the diploma element of a Masters degree, the application must be supported by a copy of the diploma certificate.

Section 5: Course Dates

- Commencement date of first year of course
- Completion date of final year of course
- Course year for which this application is being made

Section 6. Applications made following a career break or period of unpaid study leave

- Career Break Yes /No
- Date of commencement of career break/study leave
- Date of return to school

Section 7. Course Fee

- Course fee paid € The maximum amount on which a partial refund will be made is €5000 in any given year
- Is your course eligible for tax relief
- Are you already in receipt of a payment and/or subsidy from another source (including Revenue) towards the cost of the course fees
- Do you propose to apply for a payment or subsidy from another source towards the cost of the course fees in the future?
- If the answer is yes to any of the above questions please indicate (A) the sources and (B) amounts

FAILURE TO DECLARE ALL SUBSIDIES / ALLOWANCES WILL RESULT IN AN APPLICATION BEING DECLARED NULL AND VOID

Section 8. This section must be completed

- Please state, in specific terms, how you see the course benefiting your school and your own continuing professional development:
- Banking Details
- IBAN
- BIC Number

Part 2 File uploads

The following documents will need to be scanned and ready to be uploaded for part 2

- Copy of Current Certification of Registration with the Teaching Council will be uploaded in part 2 of your online application process.

- Documentary evidence from course provider indicating successful completion of the course or year of the course will be uploaded in part 2
- Copy of Certificate/Diploma/Degree Certificate will be uploaded in part 2
- Copy of fee receipts for the course will be uploaded in part 2 of your online application process.
- Applicant Declaration – this can be printed off here [SECTION A APPLICANT DECLARATION](#) and must be signed and dated by the applicant and uploaded in part 2.
- School Authority Declaration – this can be printed off here [SECTION B SCHOOL AUTHORITY DECLARATION](#) and must be filled out, signed and dated by the Principal or CEO/Chairperson of the Board of Management at the applicant's school.